VERSION 3.2
CLAIMS FILING CHANGES
7/14/2008

1. When filing a claim, on the Search for Creditor screen below, leave Type of creditor highlighted at the blank space at the top of the box as shown below.

2. If your creditor is on the list, a pop up box will display showing whether the selected creditor has filed a claim or not.

3. If this is the correct creditor, whether a claim has been filed or not, and you select Yes, then you will be presented with the next screen to complete the claim information (see 5 below.)

U.S. Bankrutpcy Court, District of Arizona (Test) - Microsoft I...

Claims filed on behalf of creditor

CLAIM JUMPER
ROUTE 3
GOLDYEAR AZ 85000

1

Is this the correct creditor?

Yes   No

4. If the creditor is not the correct one and you select No, then you will be routed back to the Select a Creditor for Claim screen to re-select. If your creditor is not on the list, then you will need to use Add Creditor to add your creditor to the list.

Select a Creditor for Claim

Case 2:06-bk-00001-TLC: JEFFREY LEE CAMPBELL

Add Creditor

Edit Creditor

Next   Clear

5. If the creditor is correct and Yes is selected, then the Claim Information screen below will be presented.

Proof Of Claim Information For

54835 - CLAIM JUMPER
ROUTE 3
GOLDYEAR AZ 85000

Case Number: 2:06-bk-00001-TLC	Amends Claim #: [____] [Find]
Last Date To File: 10/23/2008	Date Filed: 06/04/2008
Last Date To File(Govt): 11/20/2008	

Amount Claimed

Unsecured	Secured	Priority	Unknown	Total (Display Only)
[____]	[____]	[____]	[____]	[____]

Description:	[_____]
Remarks:	[_____]

Amend options: ○ Clear all Amounts

[Next] [Clear]

If you are filing an amended claim, to find the claim number of the claim you are amending, click on the Find button next to Amends Claim # and a window will open showing all the claims filed in the case. They are sorted alpha by creditor name by default, but can be changed to a sort by claim number by clicking on the Claim # bar at the top. Click on the Creditor Name and the claim number will be filled in the Amends Claim # on the Claim Information screen. If you know the claim number, you may input the number and then click on Find.

Creditor Name ↓	Claim #	Date filed
ABCD	4	09/28/2006
CLAIM JUMPER	1	03/01/2006
LCI	2	06/05/2006
SEARRSSS	3	06/22/2006

Proof Of Claim Information For

54835 - CLAIM JUMPER
ROUTE 3
GOLDYEAR AZ 85000

Case Number: 2:06-bk-00001-TLC	Amends Claim #: [1] [Find]
Last Date To File: 10/23/2008	Date Filed: 06/04/2008
Last Date To File(Govt): 11/20/2008	

Also, the amounts claimed in that claim will be displayed. Since you are filing an amended claim, you can change those amounts. One way is to click on the Amend options, Clear all Amounts button to clear all the amounts and input new ones or you may simply change existing amounts or delete or add amounts.

Amount Claimed

Unsecured	Secured	Priority	Unknown	Total (Display Only)
10000.00				10000.00

Description:	
Remarks:	

Amend options: ○ Clear all Amounts

[Next] [Clear]

6. If when filing an amended claim, you want to change the address of the claimant, then you need to first add the claimant with the new address as a creditor to the creditor list if not on the list already. In the following example, the attorney for the creditor Claim Jumper wants to file an amended claim and also change the address of the claim to the attorney's law firm address. To add the claimant at the new address, select Add Creditor.

Select a Creditor for Claim

Case 2:06-bk-00001-TLC: JEFFREY LEE CAMPBELL

(select a creditor)

Add Creditor

Edit Creditor

Next   Clear

Then add the new address:

Case number 2:06-bk-00001-TLC JEFFREY LEE CAMPBELL

Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.

Name and Address
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CLAIM JUMPER
C/O SHIRLEY TEMPLE, ESQ
LAW OFFICES OF SHIRLEY TEMPLE
123 NORTH CENTRAL AVE, SUITE 99
PHOENIX AZ 85001-0001
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Creditor type Creditor

Creditor committee ● No ○ Yes   **Entity** ☐

Next   Clear

Return to File a Claim and select the creditor at the new address.

Select a Creditor for Claim

Case 2:06-bk-00001-TLC: JEFFREY LEE CAMPBELL

CLAIM JUMPER - C/O SHIRLEY TEMPLE, ESQ LAW OFFICES OF SHIRLEY TEMPLE 123 NORTH CENTRAL AVE
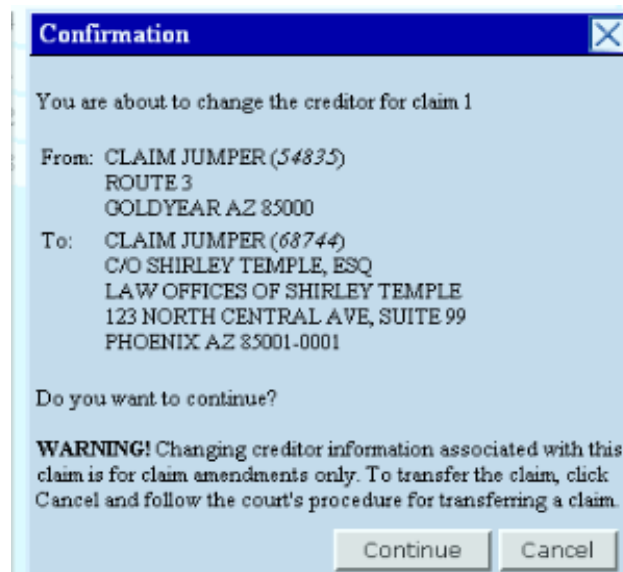
Click on the Find button in the Amends Claim # field.

Amends Claim #:

[   ] Find

Date Filed: 06/06/2008

Then select the creditor by clicking on the Creditor Name.

Creditor Name ↓	Claim #
ABCD	4
CLAIM JUMPER	1
LCI	2
SEARRSSS	3

You will then receive a pop up window titled Confirmation, which warns you that you are about to change the creditor for that claim and that this process is to be used only for filing amendments to claims and is not to be used for filing a transfer or assignment of a claim.
If filing an amended claim, then Continue, if the claim has been assigned or transferred to your claimant, then Cancel and follow the procedures for filing an assignment/transfer of a claim.

Confirmation   ☒

You are about to change the creditor for claim 1

From: CLAIM JUMPER (54835)
            ROUTE 3
            GOLDYEAR AZ 85000

To: CLAIM JUMPER (68744)
            C/O SHIRLEY TEMPLE, ESQ
            LAW OFFICES OF SHIRLEY TEMPLE
            123 NORTH CENTRAL AVE, SUITE 99
            PHOENIX AZ 85001-0001

Do you want to continue?

WARNING! Changing creditor information associated with this claim is for claim amendments only. To transfer the claim, click Cancel and follow the court's procedure for transferring a claim.

Continue   Cancel

To complete the filing of the amended claim, follow the process at step 5 above.

7. Claims Register. The claims register has been enhanced to show more details of the claim history. The History includes Details which show the below information when initially filed and changes made to that information.

Creditor: (62245) ABCD	Claim No: 4 Original Filed Date: 09/28/2006 Original Entered Date: 09/28/2006 Last Amendment Filed: 06/10/2008 Last Amendment Entered: 06/10/2008	Status: Filed by: CR Entered by: Fouche, Cindy Modified:
Secured claimed: $99.00 Priority claimed: $10.00 **Total claimed: $109.00**		
History: Details 🔾 4-1 09/28/2006 Claim #4 filed by ABCD, total amount claimed: $10 (Fouche, Cindy) 50 11/08/2006 Objection to Claim 4 filed by cindy fouche on behalf of ABC BANKING CORP. (Fouche, Cindy) Details 🔾 4-2 06/10/2008 Amended Claim #4 filed by ABCD, total amount claimed: $109 (TEMPLE, SHIRLEY)		
Description:		
Remarks:		

In the above example, the details for 4-1 shows the information input when the claim was filed and the Details for 4-2 shows the changes made to that information.

Claim History

Detailed Description of Claim Activity 4-1

Date of Change	Change Made by	Description of Change
09/28/2006	Fouche, Cindy	Created *Priority Claimed Amount:* $10.00
		Created *Filed By:* Creditor Created *Date Filed:* 09/28/2006

Detailed Description of Claim Activity 4-2

Date of Change	Change Made by	Description of Change
		Changed *Secured Claimed Amount* FROM: **NULL** TO: $99.00
06/10/2008	TEMPLE, SHIRLEY	Changed *Date Filed* FROM: **09/28/2006** TO: **06/10/2008**
		Created *Description:* **NULL** Created *Remarks:* **NULL**